

13 December 1954

MEMORANDUM FOR: Chief, D/E

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FROM :

SUBJECT : Allocation of Personnel Responsibilities

Effective this date, the following assignments are made:

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reporting directly to the Executive Secretary, Economic Defense Intelligence Committee (EDIC), is responsible for:

- 1) Typing, reproduction and distribution of all EDIC papers;
- 2) Maintenance of EDIC logs and files;
- 3) Servicing requests for EDIC material;
- 4) Assisting the Executive Secretary in arranging EDIC meetings;
- 5) Receipt, logging, distribution and filing of all material relating to the Economic Defense Advisory Committee (EDAC), its Executive Committee and several working groups;
- 6) Receipt, logging, distribution and filing of all COCOM and CHINCOM material;

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- 7) Assisting [redacted] by performing secretarial and administrative duties as required;

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- 8) General supervision of office activities in absence of [redacted]

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reporting directly to [redacted] is responsible for:

- 1) Receipt, logging, distribution and filing of all material relating to the Advisory Committee on Export Policy (ACEP), the Joint Operating Committee (JOC) and Operating Committee (OC);

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- 2) Logging and filing of cables in the Export Control Cable File;
- 3) Servicing requests for EXCON cable material;
- 4) Maintenance in current condition of U.S. Export Control Bulletin and the several U.S. export control lists (MISL and Battle Act);
- 5) Maintenance of material in Safe No. 1302, including filing of news clippings and current intelligence items;
- 6) Calling for and delivering mail between rooms 200 and 205, and distributing mail in Room 200;
- 7) Typing drafts and final copy "on crash projects" for Office of Chief when called upon in accordance with provisions of memorandum dated 29 September 1954 from Chief, D/E.

The above assignments are based on authority found in the statement of Missions and Functions of the Strategic Controls Support Branch dated 20 August 1954 which provide that the Branch will:

1. Provide the Secretariat of the Intelligence Working Group (now Economic Defense Intelligence Committee), and coordinate through the EDIC, as appropriate,
  - a. economic defense research programming, and
  - b. economic defense intelligence required by EDAC agencies.

and
2. Serve as a central reference point in CIA for information on U.S. and international economic defense controls, by maintaining a central classified, indexed, reference file of information on U.S. and international economic defense controls (including U.S. and international lists) based upon COCOM, CHINCOM, EDAC, and JOC documents and related materials.

25X9A5 Note: It is understood that certain analytical functions relating to COCOM and CHINCOM material will be the responsibility of [redacted] upon her assignment to this unit.

Distribution

Orig - Addressee  
1 - Ch/E/C  
1 - [redacted]  
1 - EDIC Personnel File  
1 - EDIC Chrono File

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